

Keene Public Library

Board of Trustees meeting for February 26, 2019

Present: Nat Stout, William Stroup, Kathleen Packard, Ken Jue, George Scott, Sally Miller, Paul Henkel, City Council Liaison Carl Jacobs, Library Director Nancy Vincent, and Assistant Director Tammy Parrot,

Called to order at 5.01pm by President Stout.

Minutes for January meeting.

Motion to approve by Kenneth Jue seconded William Stroup. Amendment to revise January meeting to add that the meeting moved into executive session, reconvened and voted to keep minutes from the executive session private. Amended minutes approved unanimously.

Committee Reports:

Finance: Ken Jue reported that this month's meeting created the need for a few motions that involve expenditures. First, donated piano needs to be moved and tuned in April.

Motion: Use \$580 for piano from funds set aside from investment accounts to support activities connected to renovation. Moved by Paul Henkel, seconded by Sally Miller.

Discussion about ongoing costs of tuning and about other maintenance. Previously the library had a piano and its quarterly tuning was supported by the Friends. Gail Zachariah will be asked to check with the Friends to see if this support can be extended. There was an additional suggestion to check into the need for a "damp chaser" for the new piano. Motion unanimously approved

Clock overhaul and repair. Costs between \$3300-3800. Ray Bates did an assessment of the clock. The repair will take approximately 9 months. There will be funds left from paint project, maybe even as much as \$3000. If overage, funds could come from the existing fine arts budget or monies reserved for renovation project.

Motion: To approve between \$3300 and up to \$3800 for clock overhaul and repair by Ray Bates. Moved by George Scott and seconded Sally Miller. Motion unanimously approved.

Finance also reported that the time capsule was estimated to be expensive. Through Paul Henkel's inquiries we have Stefan Wilhelm, from St. Martin's Lane Carpentry, who will donate work and materials to make a 19 x 19 x21" box. The finished capsule will be a plywood box, clad in copper and fixed with a plaque by Melanson. The capsule will be high on the lobby wall in a framed niche with safety glass. Another plaque lower down will provide information about the capsule.

Ken Jue added that the painting project was estimated to be \$16,500: but the need to rent a \$600 lifter raises the estimate to \$17092. We set \$20,000 aside, so are still under budget.

Building and Grounds Committee: In the walk at the front of the building on the West St side there is still some architectural work going on. Original design modified twice to accommodate trees and lay of the land. There now is a need for further protection of the Linden Tree. The architect is working with Engelberth on options which will be presented at next Monday's construction meeting.

Community Outreach: no report.

Long Range Planning: Estimate that 90% of Contract Two (existing building) is completed. All but the “punch list” of things have been done. KLAAC did not meet this month because of a snow cancellation; will meet Feb 27. Date for dedication is now planned for June 23. Trust is going well, money coming in. Campaign cabinet planning for special reception for some of the larger donors. Some of the rooms will be named after people in the community. Fact sheet coming forward related to the renovation. Long Range Planning beyond the immediate demands of the KLAAC will continue and reconvene soon.

Fine Arts: no report

Policy: See attached policy motion. Committee has met twice.

Motion by Kathleen Packard that the changes to policies 5.000 and 15.005 be accepted as written. Seconded by Ken. Point out that we should be consistent in use of “caregiver.” Approved unanimously.

Friends of the KPL: no report

Horatio Colony Museum: William Stroup pointed out a number of upcoming events including a Two part Bird Hike, Vernal Pool hike in April, and a Haiku hike. See horatiocolony.org

Cheshire County Literacy: Coalition no report

Director’s Report: Nancy Vincent began by thanking Tammy Parrot for doing a lot of heavy lifting. Nancy is allowed to be at work for three hours max. Tammy pointed out that the renovation project is still very involved for the staff. We are settling in to new spaces, ongoing programs.

Old Business: Tammy Parrott pointed out that we have started to receive the Ginsberg donation.

New Business: Nancy Vincent shared a request from a professor from U of Oregon Jennifer DeRoss writing a book about Gardner Fox, creator of “The Flash” and brother of former library director Kay Fox.

Motion: Permission to use photo of Kay Fox from *A Window to a Wider World*. Amendment: with proper attribution to the Trustees. Motion by George Scott, seconded Nat Stout, passed unanimously.

George Scott praised Susan Orlean’s *The Library Book*.

Trustees should be aware that March meeting may be longer than usual.

Motion: to move into executive session by Ken Jue and seconded Kathleen Packard. Passed unanimously. 6.25pm. Trustee meeting reconvened. Motion to keep minutes of executive session private by Ken Jue seconded Kathleen Packard pass unanimously.

Adjourned 6.28 pm.

Submitted by William Stroup, secretary.